

~~CONFIDENTIAL~~

APR 18 1949

Chief, Contact Branch, CO

Chief of Inspection and Security

Contact Branch Manual

REFERENCE:

Chief, Contact Branch memo to Chief of I & S dated  
1 April 1949, Subject: As Above.

1. The Contact Branch Manual has been reviewed from a security standpoint. It is considered that the distribution of this Manual to Contact Field Offices should be limited to one copy to a Field Office. The chief of each Field Office should be made responsible for the security and custody of this Manual. It is understood from a telephone conversation between Mr. [REDACTED] of this office and Mr. [REDACTED] that Mr. [REDACTED] will shortly visit several Field Offices and obtain a reaction from each chief of Field Office concerning the operational feasibility of limiting one copy of this Manual to each office.

2. Subject to the above comments no security objections are interposed to the release of the "Contact Branch Manual". In accordance with Mr. [REDACTED]'s conversation with Mr. [REDACTED] the copy of the Manual forwarded with the reference is being retained by this office.

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SHEFFIELD EDWARDS  
Colonel, GSC

CVB/jel  
11 April 1949

cc: Chrono - SCS  
File - SCS  
Col. Edwards

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~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive for Inspection & Security

FROM : Chief, Contact Branch, Office of Operations


SUBJECT: Contact Branch Manual

DATE: 1 April 1949

1. Attached is a draft of the Contact Branch Manual, which is designed to provide a handy reference and educational work for field and headquarters personnel on the background, functions and procedures of the branch. Those chapters of the manual dealing primarily with the branch are sent to you for security clearance. Expedition of this clearance would be greatly appreciated.

2. Additional chapters of the manual, dealing with other components of CIA and the IAC agencies, will be sent to you for clearance after approval in writing has been obtained from the pertinent CIA office or IAC agency. The manual will be classified "SECRET" and will be controlled by all regulations governing that classification of material in the field offices.

FOIAb3b

  
WILLIAM B. KIRKPATRICK~~CONFIDENTIAL~~~~SECRET~~

# MISSING PAGE

**ORIGINAL DOCUMENT MISSING PAGE(S):**

attached draft